



U. S. Department of State

# INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post <b>Abuja, Nigeria</b>	2. Agency <b>DS</b>	3a. Position Number
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3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☐ Yes ☒ No

4. Reason For Submission

☐ a. Redescription of duties: This position replaces

(Position Number) \_\_\_\_\_ (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade) \_\_\_\_\_

☒ b. New Position \_\_\_\_\_

☐ c. Other (explain) \_\_\_\_\_

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	<b>SPEAR Logistics and Liaison Coordinator</b>	<b>PSA-08</b>	<b>AFRC: kmt</b>	<b>08-25-2016</b>
b. Other				
c. Proposed by Initiating Office	<b>SPEAR Logistics and Liaison Coordinator</b>	<b>PSA-08</b>	<b>AFRC: kmt</b>	<b>08-25-2016</b>

6. Post Title Position (If different from official title)	7. Name of Employee <b>TBD</b>
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8. Office/Section <b>RSO</b>	a. First Subdivision <b>ATA</b>
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b. Second Subdivision	c. Third Subdivision
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9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
Printed Name of Employee _____ Date (mm-dd-yyyy) _____	Printed Name of Supervisor _____ Date (mm-dd-yyyy) _____

Employee Signature	Supervisor Signature
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
Printed Name of Chief or Agency Head _____ Date (mm-dd-yyyy) _____	Printed Name of Admin or Human Resources Officer _____ Date (mm-dd-yyyy) _____

Chief or Agency Head Signature	Admin or HR Officer Signature
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13. Basic Function Of Position

To provide logistical support to the \$2 million ATA Nigeria program and to maintain and improve liaison with the GON training partners. Incumbent assists visiting ATA instructors in the delivery of all ATA training in addition to the ATA Special Program for Embassy Augmentation Response (SPEAR) training courses. Incumbent will report directly to the ATA ARSO.

14. Major Duties and Responsibilities

50 % of Time

Assist the ATA ARSO in maintaining and improving liaison with GON training partners. This will include the daily direction and coordination of 40 host nation police officers assigned to protect the US embassy compound as well as the tracking and maintenance of all SPEAR loaned equipment and coordination of all ATA training programs in Nigeria. Coordinate and process the administrative and logistical arrangements for ATA training such as the transportation and lodging of ATA instructors. This will include the tracking and maintaining accountability of all loaned equipment through ILMS, total value of equipment will be in the excess of \$1,000,000.00 USD. Will be the sole point of contact between RSO and host nation police (HNP) who protect the embassy and will direct HNP to tasks during attack scenarios. Equipment will include personal protective equipment, vehicles, defensive equipment, uniforms, and loaned portable structures. Coordinate receipt of training and course materials into Nigeria and ensure proper storage.

(See Addendum 1)

(Continue on blank sheet)

**Addendum 1**

training materials. Receive and track all course materials and equipment, which commonly exceeds \$250,000 until time of grant, use, or loan by the GON.

Draft letters and correspondence to GON training partners regarding course offerings and other ATA activities. Maintain an accurate roster of Police assigned to the embassy protective SPEAR team and manage stipends to be paid quarterly to the Police unit and individual police officers totaling approximately \$50,000.  
30% OF TIME

Visit ATA and SPEAR courses in progress; solve problems ATA instructors may be experiencing with course delivery and report larger problems and issues to the RSO for resolution.  
20% OF TIME

Draft letters and correspondence to GON training partners regarding course offerings and other ATA activities. Maintain an accurate roster of Police assigned to the embassy protective SPEAR team and manage stipends to be paid quarterly to the Police unit and individual police officers totaling approximately \$50,000.

Visit ATA and SPEAR courses in progress; solve problems ATA instructors may be experiencing with course delivery and report larger problems and issues to the RSO for resolution.

15. Qualifications Required For Effective Performance

- a. Education  
University degree in Social Sciences is required.
- b. Prior Work Experience  
Minimum of five years experience in administration, logistics, personnel management, and project implementation and/or coordination with law enforcement, military, judicial or international organizations.
- c. Post Entry Training  
After hiring, Incumbent will audit the full range of ATA courses, associated with SPEAR courses in order to gain the required knowledge of course content and deliveries. Will attend 3 week FSNI course in Washington DC and approx. 80 hours of instruction on procurement procedures and ILMS usage.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).  
English language level 4
- e. Job Knowledge  
Familiarity with computers to include a working proficiency in Microsoft Word, Excel and PowerPoint. Familiarity with Nigerian civilian security organizations and US Embassy missions and functions.
- f. Skills and Abilities  
Excellent oral and written communication skills and the ability to interact well with persons at all levels of government and the private sector. Must be able to successfully manage multiple projects at the same time. Must have a driver's license.

16. Position Element

- a. Supervision Received  
The ATA PC will provide overall supervision.
- b. Supervision Exercised  
None
- c. Available Guidelines  
ATA PC handbook on operating guidelines and procedures.
- d. Exercise of Judgment  
Incumbent must demonstrate sound judgment in arranging viable logistics to allow for ATA courses to be delivered on time and in a manner enabling proper course execution and tracking of ATA equipment.
- e. Authority to Make Commitments  
Incumbent can incur minor expenditures related to support of individual courses in the areas of interpreter and transportation services. Incumbent will make recommendations to the PC regarding resolution of problems that are negatively affecting ATA training.
- f. Nature, Level, and Purpose of Contacts  
Incumbent will maintain contacts with the GON training partners at all levels, but will concentrate on middle and lower level range. Purpose is to permit the smooth implementation of the ATA training program.
- g. Time Expected to Reach Full Performance Level  
The incumbent will take 12 months to reach this level.